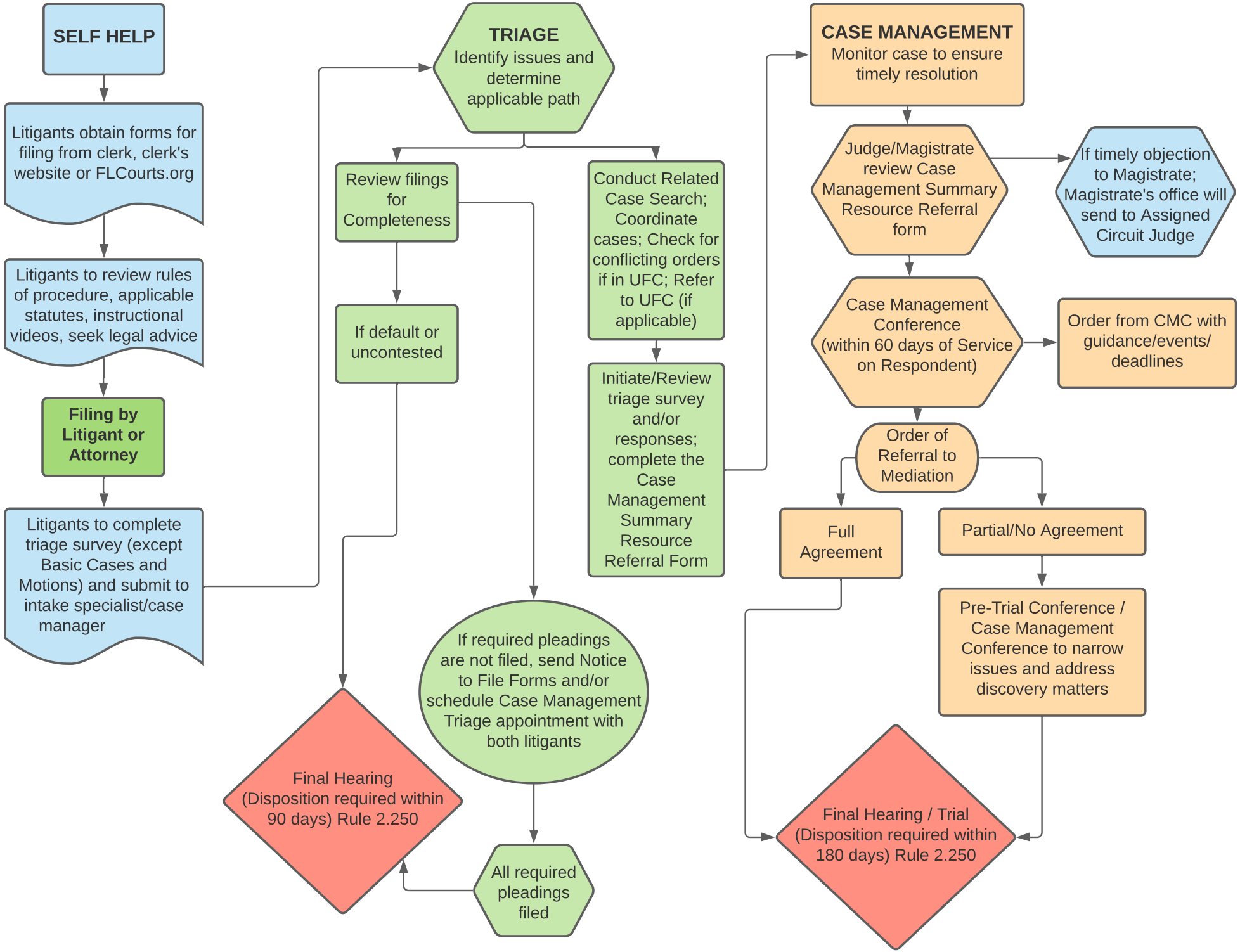
SELF HELP
Litigants obtain forms for filing from clerk, clerk's website or FLCourts.org
Litigants to review rules of procedure, applicable statutes, instructional videos, seek legal advice
Filing by Litigant or Attorney
Litigants to complete triage survey (except Basic Cases and Motions) and submit to intake specialist/case manager
TRIAGE
Identify issues and determine applicable path
Review filings for Completeness
If default or uncontested
Conduct Related Case Search; Coordinate cases; Check for conflicting orders if in UFC; Refer to UFC (if applicable)
Initiate/Review triage survey and/or responses; complete the Case Management Summary Resource Referral Form
If required pleadings are not filed, send Notice to File Forms and/or schedule Case Management Triage appointment with both litigants
Final Hearing (Disposition required within 90 days) Rule 2.250
All required pleadings filed
CASE MANAGEMENT
Monitor case to ensure timely resolution
Judge/Magistrate review Case Management Summary Resource Referral form
If timely objection to Magistrate; Magistrate's office will send to Assigned Circuit Judge
Case Management Conference (within 60 days of Service on Respondent)
Order from CMC with guidance/events/ deadlines
Order of Referral to Mediation
Full Agreement
Partial/No Agreement
Pre-Trial Conference / Case Management Conference to narrow issues and address discovery matters
Final Hearing / Trial (Disposition required within 180 days) Rule 2.250